



March 2010

Volume 2, Issue 3



I am sure most of you know the budget situation in the Commonwealth is in dire straits. Once again state agencies will be asked to provide the same services with fewer resources. Each of us in the H.R. field knows this all too well. Employees feel the burden of balancing the budget always hits us first and let's be honest, it does not help morale when there are fewer opportunities for advancement and raises are extremely hard to come by. Staff understands the same thing is going on in the private sector but that does not help the situation in terms of keeping pace with the economy. So, the question must be asked of ourselves, what can we do to make it better? Well for one we can get out of our offices and engage our employees in a meaningful way. Take time to meet the people in your area, get to know what makes them tick and find ways to use this information for the benefit of the agency and the employees. Many studies have shown that individual recognition is the largest motivator for employees, even more than monetary rewards.

Another way to motivate employees is to change the pace occasionally, allow staff the opportunity for professional development. The workshops offered by the Governmental Services Center provide validated benefits for staff and agencies alike. In addition, the Office of Diversity and Equality also offers two workshops each month, one on Anti-Harassment and the other on Diversity in the Workplace. Take advantage of these free training opportunities and allow your employees to grow as individuals and gain new knowledge in areas which benefit the entire workplace.

One last point I would like to leave you with this month about employee morale. Ask yourself what made you attracted to state government and why are you still here? Think about this a moment and then look out there and find someone who reminds you of yourself and engage in a conversation with them to break the ice and find something positive to tell them about themselves. Then, find someone who is the polar opposite of you and engage in a conversation with them as well. It is our role to be eyes and ears for our agencies and what better way to do that than by encouraging everyone's opportunities. After all, that is the EEO way.

Regards,  
Singer



For the 2010 Calendar Year the Office of Diversity & Equality will be providing the following training opportunities for Anti-Harassment and Diversity. To register contact Singer Buchanan at [Singer.Buchanan@ky.gov](mailto:Singer.Buchanan@ky.gov).

Date	Audience	Title	(GSC) Room	Time
04/14/10	State Employees	Anti-Harassment	542	9am - 12 pm
	State Employees	Diversity	542	1pm - 4 pm
05/19/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm
06/16/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm
07/21/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm
08/18/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm
09/08/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm
10/20/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm
11/10/10	State Employees	Anti-Harassment	539	9am - 12 pm
	State Employees	Diversity	539	1pm - 4 pm





## Religious Accommodation Scenarios from the EEOC

From <http://www.EEOC.gov>

### **Question:**

**I am a computer specialist at a software company downtown. As a devout Muslim, I am required to attend prayer services at my mosque for a short period on Friday afternoons. Obviously this conflicts with my work hours. Can I ask for the time off to attend services?**

You can ask your employer for permission to attend services. When an employer's workplace policies interfere with its employee's religious practices, the employee can ask for something called a "reasonable accommodation." A "reasonable accommodation" is a change in a workplace rule or policy to let you engage in a religious practice. Your employer is required to provide you with such an accommodation unless it would impose an undue hardship on the employer's business. This means the employer is not required to provide an accommodation that is too costly or difficult to provide. The key is that you should work closely with your employer in finding an appropriate accommodation.

Whether your employer can accommodate your religious practices will depend upon the nature of the work and the workplace. Usually, your employer can allow you to use lunch or other break times for religious prayer. If you require additional time for prayer, your employer can require you to make up the time.

There are many situations in which the accommodation of Islamic religious practices may not impose a monetary or administrative burden on the employer for example, allowing an employee to utilize appropriate space for prayer. However, each situation is different. If the accommodation would impose a burden on the employer that cannot be resolved, the employer is not required to allow the accommodation.

### **Question:**

**I am a Sikh man and the turban that I wear is a religiously-mandated article of clothing. My supervisor tells me that my turban makes my coworkers "uncomfortable," and has asked me to remove it. What should I do?**

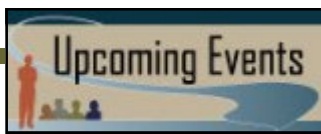
If a turban is religiously-mandated, you should ask your employer for a religious accommodation to wear it at work. Your employer has a legal obligation to grant your request if it does not impose a burden, or an "undue hardship," under Title VII. Claiming that your coworkers might be "upset" or "uncomfortable" when they see your turban is not an undue hardship.

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If you have any questions on religious accommodations or any other EEO matter, please contact the Office of Diversity & Equality or your cabinet/agency EEO Coordinator.

A directory of Cabinet/Agency EEO Coordinators can be found on the ODE website at:

<http://personnel.ky.gov/diversity/eoo>



# EEO Coalition Meeting

Wednesday, April 21, 2010  
9:00 AM - 12:30 PM  
Governmental Services Center  
Room 542

## **AGENDA:**

### **9:00 AM**

ODE Staff Introductions and Updates

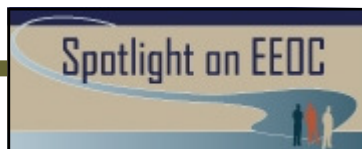
### **9:30 AM**

A chance for EEO Coordinators to view the new diversity training module currently being rolled out across the Commonwealth:

***Moving Kentucky Forward: Embracing Diversity in the Workplace***

### **For More Information:**

Arthur Lucas  
ArthurB.Lucas@ky.gov  
(502) 564-8000



### **Les Schwab Tire Centers Agrees To Pay \$2,000,000 To Settle Hiring Discrimination Case Involving Females**

<http://www.eeoc.gov/eeoc/newsroom/release/3-11-10a.cfm>

### **Administaff to Pay \$115,000 for Religious Bias**

Nationwide Staffing Company Subjected Jewish Employees to Verbal and Physical Harassment, EEOC Charged

<http://www.eeoc.gov/eeoc/newsroom/release/3-17-10.cfm>

### **Kmart To Pay \$120,000 To Settle EEOC Age Bias Suit**

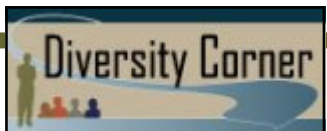
Pharmacist Called 'Greedy' for Working at Age 70, Then Forced to Quit and Threatened With Legal Action in Retaliation for Complaining, Federal Agency Charged

<http://www.eeoc.gov/eeoc/newsroom/release/3-24-10.cfm>

### **Gonnella Baking Co. To Pay \$350,000 To Settle EEOC Harassment And Retaliation Suit**

Aurora Bakery Allowed Abuse of Mexican Workers, Agency Charged

<http://www.eeoc.gov/eeoc/newsroom/release/3-30-10a.cfm>



The Office of Diversity & Equality is excited to announce **May 6, 2010** as the

### **13th Annual Governor's Diversity Day!**

The Governor's Diversity Day is a program that seeks to raise diversity awareness and cultural competency among Kentucky's elementary, middle and high school students. Schools across the Commonwealth of Kentucky will develop local events to celebrate this special occasion!

ODE provides educators with a Diversity Day Toolkit and assists schools in the development of programs and curriculum.

### **2nd Annual Governor's Diversity Day Video Project!**

Today's technological climate has altered the way information is presented to the Commonwealth's younger generations. Video is the new effective medium for presenting information to a generation that is increasingly reliant on visual, as opposed to textual, expressions of ideas. The visual representation of ideas could significantly increase students' comprehension of diversity issues. The planning stages of producing a video encourages detailed discussions of the meaning of diversity among participants and advising faculty.



### **2010 Theme: DIVERSITY IS EVERYWHERE!**

Students must submit videos to ODE by April 23, 2010!

#### For More Information:

Clinton Morris  
Clinton.Morris@ky.gov  
(502) 564-5313

To View 2009 Video Contest Entries and other Diversity Day Information:  
<http://personnel.ky.gov/diversity/diversityday>



# GMMTP Spotlight

Throughout 2010, ODE will be spotlighting current members of the Governor's Minority Management Trainee Program. We appreciate your continued support of these individuals during their journey to become the "leaders they were meant to be."

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## Harvey E. Baxter

Position: Sergeant, Kentucky State Police

Cabinet/Agency: Justice and Public safety

Length of Service: 8 years

Education: Du Quoin High School, Department of Criminal Justice Certification Kentucky Law Enforcement Council Certification

Community Involvement: Director of Life Builders associated with Church of God Ministries and bus driver with Children's Outreach Ministry for Church of God Missions in Richmond Ky.

Professional Strengths: KLEC Certified, Firearms Instructor and Communication skills (public speaking)

*Motto: Phil 4:13 "I can do all things through Christ which strengtheneth me"*

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## Sandra "Sandi" Whiteside

Position: Social Services Clinician

Cabinet/ Agency: Health and family services, Adult Protective Services

Length of Service: 3 Years

Educational Background: B.S Sociology, University of Louisville, MSSW University of Louisville Kent School of Social Work

Community Involvement: The Alzheimer's Association, Canaan Christian Church's Counseling Ministry, Habitat for Humanity volunteer.

Professional Strengths: Communication skills, specialization certificate in gerontology, interviewing and conflict resolution skills.

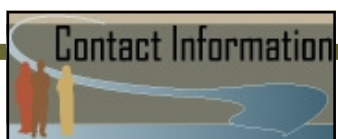
*Motto: "All that is necessary for evil to triumph in this world is for good men to do nothing". Edmund Burke*



*"They say that time changes things,  
but you actually have to change them yourself."*

-Andy Warhol

American Artist  
Initiator of Pop Art  
1928-1987



## **Office of Diversity and Equality**

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<http://personnel.ky.gov/diversity>